



Job Description

POSITION TITLE: Executive Director, Urban Land Institute UK (ULI UK)

REPORTS TO: Chief Executive Officer, ULI Europe

THE URBAN LAND INSTITUTE (ULI)

ULI is one of the world's most respected and diverse organisations in the field of development, land use, and urban planning. Established in 1936, the Urban Land Institute is a not for profit education and research body with over 30,000 members across the globe-over 700 here in the UK. The mission of the ULI is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. ULI is committed to:

- Bringing together leaders from across the fields of real estate and land use policy to exchange best practices and serve community needs.
- Fostering collaboration within and beyond ULI's membership through mentoring, dialogue, and problem solving.
- Exploring issues of urbanisation, conservation, regeneration, land use, capital formation, and sustainable development.
- Advancing land use policies and design practices that respect the uniqueness of both the built and natural environments.
- Sharing knowledge through education, applied research, publishing, and electronic media.
- Sustaining a diverse global network of local practice and advisory efforts that address current and future challenges.

ULI UK is the largest ULI National Council in Europe with over 750 members from the private and public sectors representing all disciplines within the UK commercial and residential property market. It is led by an Executive Committee of senior industry figures who volunteer their time to deliver events and programming specific to the UK. ULI UK also includes:

- A Young Leaders Committee that focuses on programming for younger professionals.
- A Midlands and Scotland Committee focussed on local programming.
- UK Product Councils and Forums aimed at professionals with interests in specific sectors of the market (Residential Council, Sustainability Council, Infrastructure Council, Capital Markets Forum, Development Forum).

Throughout the year, ULI UK hosts an active and diverse programme of high quality events that draw on and share global best practices. Outputs include presentations, panel discussions, conferences, site/project tours, policy lunches, publications, research, practical tools for industry professionals, and community outreach programmes designed to overcome economic challenges and promote sustainability. ULI UK is a member of the Property Industry Alliance (PIA).

The ULI UK is now seeking a new full time Executive Director to who can support ULI UK's next stage of growth. This position is an outstanding opportunity for a highly regarded, thoughtful, and well-networked member of the UK real estate community to work for this global, real estate membership association. Taking over from Amanda Keane, who has fulfilled the role on a part time basis, ULI UK is looking for an experienced senior leader to provide strong, clear strategic leadership in the UK. Based in London, this exciting and pivotal role is a great opportunity for someone with ambition, enthusiasm and a can-do attitude who has senior management experience and a track record of delivering strategic targets. The Executive Director will lead a small team, and will manage resources to optimise ULI's impact and influence in the UK.

For more information see the ULI UK website www.uk.uli.org. The UK's 2014 Annual Review can be downloaded from <http://europe.uli.org/wp-content/uploads/sites/3/ULI-Documents/ULI-UK-Annual-Review-2013-2014.pdf>.

JOB VISION:

The Executive Director of ULI United Kingdom facilitates the ULI UK's programme of work, consistent with the Institute's overall goals, as determined by the ULI Europe CEO, UK Chair and UK Management Committees. The Executive Director will advance the UK National Council as a successful enterprise within a decentralised structure and will represent ULI to the external community throughout the United Kingdom. The post-holder also works closely with the Executive Vice President of Councils at ULI headquarters in Washington DC, USA and the wider leadership of ULI Europe and other ULI National Councils in Europe.

SPECIFIC RESPONSIBILITIES:

The UK Executive Director will work with the UK National Council Chair, UK Council Management Committee, all standing and initiative committees/councils of the UK National Council, and ULI members and staff, to:

- Develop and execute strategies that direct the ULI UK and Institute resources, expertise, and leadership to address constructively impact local and regional development issues and land use policies. This is accomplished through conferences, forums, meetings, programmes, publications, technical assistance panels, collaborative public ventures and other vehicles in London and across the United Kingdom.
- Develop and execute strategies that foster collaboration throughout the Institute and its various departments to support and enhance the ULI UK's programme of work.
- Develop and execute a programme of work for the UK National Council consistent with an annual Business Plan and long-term Strategic Plan that provides for clear outcomes and methods to measure success, and achieving said outcomes or results.
- Develop and execute a comprehensive sponsor recruitment and retention programme that engages the ULI UK Management Committee and integrates these efforts with all programmes and initiatives of the National Council.
- Develop and execute a comprehensive membership programme to retain existing members, increase the number of new members and encourage upgraded memberships, by making ULI UK's membership relevant to the needs of prospective members.
- Develop and maintain strategic alliances with other non-profit associations, academic institutions, municipalities, and appropriate agencies.
- Direct the operations of the UK National Council with the input and support of the UK National Council Chair, Management Committee and Europe Regional Office. Facilitate succession planning for all leadership posts of the National Council in tandem with the Governance Committee.
- Direct the operations of the National Council and implementation of the National Council's programme of work by successfully growing the National Council staff team (as resources allow) and supervising any third-party contractors.
- Manage and closely monitor the finances and budget of the UK National Council in consultation with the Head of Councils & Governance and the Europe Chief Operating Officer, including monthly reports, quarterly reforecasts, and annual budget preparation to maintain adequate reserves.
- The Executive Director also works closely with the Executive Vice President of Councils, and will work to support the Institute's mission by engaging with national and global staff as required.

INTERNAL & EXTERNAL RELATIONSHIPS:

Regular interaction with the ULI UK leadership, day-to-day management of staff, ULI staff based at the Europe region headquarters in London and Global headquarters in Washington DC, and Executive Directors of other ULI National Councils; The Executive Director is the primary connection to staff at ULI headquarters. Daily interaction with ULI UK members, member firms, sponsors, consultants, public sector officials, and press.

PERSON REQUIREMENTS:

This position is an outstanding opportunity for a highly regarded, thoughtful, and well-networked member of the UK real estate development and land use community.

The post-holder will work to further the mission and values of the ULI through sound organisational and management skills; entrepreneurial thinking; strong communication and sound management skills; and proven project execution. Experience should include work within the United Kingdom real estate, property or regeneration industry; private (preferred) public or non-profit and volunteer organisations.

This position requires regular travel throughout the United Kingdom; occasional visits to ULI headquarters in Washington DC and attendance at the annual ULI Meetings.

Attributes include:

- Experience of issues relating to real estate, regeneration or property/economic development would be preferable.
- A relevant degree or professional qualification is desirable.
- Well developed leadership and management skills.
- An entrepreneurial and creative manager who is adept on the strategic as well as the practical day-to-day issues.
- Ability to effectively manage a complex processes and to work to deadlines.
- Experience in the preparation and monitoring of annual budget and financial statements.
- Ability to build effective working relationships with people at all levels, including but not limited to public and/or private sector leaders, politicians, educators, public officials etc.
- Proven track record in strategic planning and execution of sound business plans.
- Ability to communicate effectively in both oral and written forms.
- Highest level of honesty and integrity.
- Ability to define the best interests of the ULI UK and the community at large and to communicate them to both the National Council and the public.
- Ability to maintain and respect the confidentiality where and when appropriate.
- Highly motivated professional who thrives in a busy, team environment.
- Ability to travel.

Terms

- The role is full time and the annual salary will be in the range of £60,000 plus benefits.
- The normal place of work is 50 Liverpool Street, London EC2M 7PY or such other place as may be reasonably required from time to time. There will be flexibility for some home-based working.
- Other terms and benefits will be made available at interview.

Please submit your CV with a covering letter detailing how your experience and personal qualities meet the requirement of the role as outlined to ULI UK, 50 Liverpool Street, London EC2M 7PY or by email. uk@uli.org

Please direct any queries to: uk@uli.org

Deadline for applications 4pm on Friday 16th January 2015.

Please note the ULI office will be closed from 24th December 2014 reopening on Monday 5th January 2015. Queries cannot therefore be responded to during this period.